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8 JUN 1970

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 5 June 1970

1. Annual Conference, Society for Personnel Administration:

[REDACTED] of Plans and Analysis Division attended the annual conference of the Society for Personnel Administration held on 4 and 5 June 1970.

2. Position Classification:

a. The review of positions in the S&T area is almost complete and we anticipate that a proposal for average grade increase will be submitted to the Executive Director-Comptroller shortly.

b. A position standard for Operations Officer is in the process of development. We anticipate that a standard in this career field will permit more uniform review and evaluation of positions throughout the Clandestine Service.

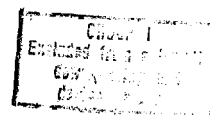
3. Cooperative Education and Summer Intern Programs:

a. [REDACTED] interviewed 14 co-op candidates at Northeastern University last week and issued RE's to five of this group.

b. Two co-op students at HPIC have done such good jobs that we are planning on giving a Quality Step Increase to each.

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c. Two more Area Studies Summer Interns have dropped out of the program--one because of military obligation and one has elected to remain in summer school.

4. Blood Donations: 146 pints of blood were donated by Agency employees on Blood Donor Day, 2 June 1970.

/s/ Robert S. Wattles
Robert S. Wattles
Director of Personnel

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